



## **DATABASE PROGRAMMER INTERMITTENT PERSONAL SERVICES CONTRACTOR (PSC)**

### **1. INTRODUCTION**

Millennium Challenge Corporation (MCC) is a United States government-owned corporation responsible for the stewardship of the Millennium Challenge Account (MCA). MCC works with developing countries to promote sustainable economic growth to reduce poverty.

The MCC is in the process of refining and managing its custom-built Access databases. This database is an integral part of MCC's annual country selection process.

### **2. SCOPE**

The Development Policy Division (DP) of the Policy and International Relations Department and the Department of Contract Development (DCD) is seeking an intermittent / part-time Personal Services Contractor to assist with the databases and analysis integral to MCC's annual selection process and resource allocation, at its MCC headquarters in Washington, DC.

### **3. DUTIES**

The Database programmer consultant position will work in collaboration with MCC's DP team and DCD staff, under the direction of MCC's Senior Director for Economic Policy. The intermittent PSC will work as a member of the DP and DCD teams, in cooperation with other MCC staff.

Duties will include, but will not be limited to the following:

- Gathering, processing, and managing large cross-national datasets;
- Statistical and econometric analysis of the data in the country selection database;
- Analysis of the performance and validity of individual indicators;
- Designing, refining, and coding customized data analysis tools in Microsoft Access and Visual Basic;
- Conducting periodic quality assurance on the storage, completeness, and accuracy of data;
- Procedures to ensure the security and integrity of data collected and entered;
- Using standard reporting features to generate graphical analyses and reports;
- Refine existing MS Access VBA routines to include greater functionality in scenarios for notional allocation of grant funds across eligible countries;
- Refine and add to existing documentation for Access VBA routines to reflect additional work undertaken;
- Present overviews of Access VBA routine objectives, functionality, and results to MCC technical staff and senior management; and

- Performing other duties as assigned by the Director of Development Policy and DCD staff.

Specific tasks and deadlines within the general scope of work will be defined in agreement with the Director of Development Policy and DCD staff. The work to be performed covers the following areas:

- Digitizing and processing 300-400 supplemental indicators and sub-component Indicators (from MCC selection criteria) for the FY11 selection process;
- Refining a compact pipeline simulator and generating scenarios;
- Ongoing modifications to the MCA effect database; and
- Training Policy Officer (and PMF as needed) to perform basic functions in the selection database.

#### **4. EVALUATION CRITERIA**

This position is limited to U.S. citizens or legal, permanent residents, with 5 years residency history, due to the security background clearance requirement.

- Minimum master's degree in economics, international development, statistics, international affairs, or other relevant field;
- Demonstrated knowledge and experience working with large, cross national, comparative, data-sets inclusive of the developing world. Preference given to experience working with indicators of policy performance;
- Knowledge of, or ability to learn about MCC, its annual selection and compact development processes, and the indicators MCC uses;
- Experience generating graphic representations of the quantitative results of analytic work;
- Demonstrated working and functional expertise with MS Access, MS Excel, and Visual Basic; and
- Billing rates

#### **5. PERIOD OF PERFORMANCE**

The initial period of performance for this intermittent / part-time PSC contract is approximately 10 months; plus options for four, 12-month periods. During the 10-month base period, the consultant will work an initial 30-hour work week for approximately 1 week, and roughly a 16-hour work week thereafter, at MCC offices in Washington, DC. The maximum number of hours per year is approximately 1664.

#### **6. HOW TO APPLY**

Interested parties should submit, by email to [recruitment@mcc.gov](mailto:recruitment@mcc.gov), the following package: 1) a Curriculum Vitae (5 page limit), 2) a brief cover letter that addresses the desired qualifications and provides three (3) professional or academic references, and 3) a brief salary history and proposed fully loaded hourly rates. Please include "Database Programmer" in the subject line of your email and indicate the publication/website wherein you saw the advertisement. First cut off for applications is August 15, 2010, however, the announcement is open continuously until the position is filled.